

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security**

**Senator Charles E. Shannon, Jr. Community Safety Initiative (CSI)
Shannon CSI Statewide Youth Violence Research Partner**

Application for Grant Funding

December 2008

I. Program Overview

The Senator Charles E. Shannon, Jr. Community Safety Initiative (Shannon CSI) is a thirteen million dollar state initiative to combat gang and youth violence.¹ As the administering agent for the Shannon CSI, the Executive Office of Public Safety and Security (EOPSS) provided funding to seventeen Shannon CSI sites representing forty cities and towns throughout Massachusetts.

To further support the Shannon CSI sites, EOPSS announces the availability of grant funding to support a Statewide Youth Violence Research Partner that will provide strategic, analytic, and research support to EOPSS, all Shannon CSI sites, and Shannon Local Action Research Partner grantees.

Application deadline: **Tuesday, December 23, 2008.**

Anticipated award announcement: Week of January 26, 2009.

Total funding available for this solicitation is \$100,000.

Grant period: February 1, 2009 – March 31, 2010.

II. Scope of Services

EOPSS will make funds available for the Statewide Youth Violence Research Partner to gather and share knowledge on gang/youth violence and work with EOPSS, Shannon CSI Local Action Research Partners (LARPs), and Shannon CSI grantees to improve overall program success. Specific areas of assistance are expected to include:

- **Provide training to Shannon CSI community grantees and LARPs.** The Statewide Youth Violence Research Partner will assist EOPSS in helping the Shannon CSI grantees and LARPs continue to successfully implement their youth violence prevention strategies by providing training on a variety of topics including, but not limited to: keys to success with action research, successful collaboration strategies and techniques, developing strong leadership within the Shannon CSI collaboratives, and collecting and reporting impact measures to EOPSS.
- **Lead research collaboration across sites.** The Statewide Youth Violence Research Partner will help EOPSS maximize learning from the Shannon CSI grantees, and will work closely with EOPSS to do so. For example, this should include a series of information sharing meetings among LARPs and Shannon CSI community grantees, potential refinement of existing outcome measures, expansion and maintenance of the Shannon

¹ For more information on the Senator Charles E. Shannon, Jr. Community Safety Initiative, see www.mass.gov/safety/shannon.

CSI website. The information sharing meetings should be conducted quarterly over the grant period and should address specific policy areas identified by the grantees or EOPSS.

- **Development, distribution, collection, and analysis of surveys on specific policy issues related to Shannon CSI.** In collaboration with EOPSS, the Statewide Youth Violence Research Partner will develop two to three surveys related to Shannon CSI topics that could include: implementation, operation, and impact of after-school programs funded through Shannon CSI, best practices connecting at-risk/gang-involved youth with job opportunities, service integration, and increasing communication and referrals across Shannon CSI partners.
- **Development of guides on lessons learned relative to Shannon CSI.** In collaboration with EOPSS, the Statewide Youth Violence Research Partner will develop two to three guides related to successes and challenges faced by Shannon CSI communities and action researchers. These guides should include information gathered from research and evaluation literature related to gangs and youth violence, as well as, information learned through Shannon CSI communities. Possible topics may include, but are not limited to: best practices connecting high risk/gang involved youth with job opportunities, and increasing communication, service integration and referrals across Shannon CSI partners.
- **Development of a comprehensive report on the impact of Shannon CSI.** In collaboration with EOPSS, the Statewide Youth Violence Research Partner will assemble a comprehensive report on the impact of the Shannon CSI. The report should include examples of successes and challenges faced by the Shannon CSI communities over three years of funding and the impact the funding has made on the individual Shannon CSI communities based on results of impact measures reported by communities. This activity will require analyzing data collected through the Shannon CSI community quarterly reports, surveys, and any interviews, focus groups, or site visits that may provide additional insight on the impact of the Shannon CSI. The report will offer recommendations to EOPSS on how to improve Shannon CSI going forward, should the program continue.

III. Proposal Contents

The application must include the following elements:

Cover Sheet (1 Page – attached)

Statement of Qualifications (5 Pages)

This section will discuss the experience of the grantee in working with law enforcement and public safety, understanding of the national trends in gang/youth violence, expertise in project management, and capabilities of key staff (as identified on page 3). Organizational and administrative aspects of successful grant management should be addressed.

Proposed Strategy (7 pages)

This section of the proposal should detail the approach and planned activities that will address the scope of services as defined in Section II. Applicants should include a timeline for associated tasks to be completed, a description of the roles and responsibilities of each member of the research partner team using the standard definitions (see page 3), and a description of the level of effort for each task.

- For new applicants, this should highlight expected challenges to their work and proposed solutions, as well as, plans for taking a lead role in a project that is already underway.
- For the current grantee, this should include plans to address challenges that arose over the previous project period and how they will address similar issues in the future. Additionally, the

applicant should include how they plan to improve upon current Shannon CSI statewide research initiatives.

Project Budget and Budget Narrative (1 page for budget narrative)

- Applicants must use the provided spreadsheet (see www.mass.gov/safety/shannon) and narrative template to document their proposed costs for each category. Applicants are encouraged to identify in their personnel cost section the role of each member of the research partner team using the standard definitions listed below. Applicants should also include a budget narrative that indicates how each budget line item links to the applicant's proposed strategy. Activities referenced in the proposed strategy should be included in the budget narrative to be considered for funding.
- The top priority for the EOPSS is to make strategic use of this funding by maximizing the amount of funds that directly support programs and services, rather than support the organizations and institutions with which grantees are affiliated. With this in mind, EOPSS strongly encourages organizations to use the lowest feasible fringe and indirect rates.
- Applicants must provide a fringe and indirect rate agreement.
- Consultants or contractors partnering with the Statewide Youth Violence Research Partner can be reimbursed to a maximum of \$450/day. Furthermore, a signed Memorandum of Agreement that outlines the respective roles and responsibilities of consultants or contractors should be included.

Role	Responsibilities
Project Director	Responsible for overall project direction and the quality and accuracy of all deliverables.
Project Manager	Responsible for day to day supervision and management of the project and the allocation of project resources.
Research Advisors	On an as needed basis will work with and advise the project.
Junior Researchers	Perform research, analysis, and data collection tasks.
Administrative Assistants	Assist with project coordination and management and the production of deliverables.

Resumes of Key Personnel (no page limit)

- A summary page should introduce the resume section, identifying the role of each member of the team.

IV. Evaluation Factors

Applications will be judged based on the criteria below:

- **Quality of the proposal.** Applications will be judged on the quality of their proposed approach and the degree to which the proposal reflects careful consideration of the possible implementation challenges. Other considerations include the creativity and feasibility of the proposed approach and the potential for improving the state of knowledge on youth violence and gang activity in Massachusetts.
- **Organizational experience.** Applications will be judged on the likelihood that the proposed research partner team can achieve successful results. Specific criteria include:
 - **Action Research experience.** Proposals must demonstrate an ability to work in a hands-on manner with multiple partners in a collaborative fashion using data to develop strategies and provide feedback to refine strategies as the project progresses.

- **Experience working with public safety and community organizations.** Proposals must demonstrate experience working with public safety and community organizations, must show an understanding of the challenges of applying research and analytical approaches in these settings, and how these challenges will be addressed.
- **Management and organizational capability.** This program requires significant coordination and management. Proposals should address the level and variety of organizational resources available to the project team, and how those resources will be directed to support program goals.
- **Cost effectiveness of approach.** Proposals will be evaluated on their ability to provide Massachusetts with a cost-efficient and effective approach to achieving results.

V. Other Application Details

- **Eligibility.** Due to the Byrne-JAG funding guidelines, state and local government agencies are automatically eligible. Any other organization that has not already received an action research grant in 2007 should contact Jane Gabriel, EOPSS Deputy General Counsel, at 617-727-7775 ext 25545 to receive instructions on how to be certified as eligible to receive federal grant funds.
- **Requirements.** The grant resulting from this solicitation will be funded from Byrne-JAG funds, and will carry with it all relevant federal funding requirements. Matching funds will not be required for this grant.
- **Questions.** Interested applicants may submit questions to james.stark@state.ma.us.
- **Delivery Instructions.** Applicants should submit the original grant proposal plus three unbound copies. *Proposal text must be double-spaced and in 12 point font with one inch margins.* Emailed or faxed copies will not be accepted. Grant applications should be delivered no later than 4pm on December 23, 2008 to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Attn: James Stark
Ten Park Plaza, Suite 3720
Boston, MA 02116

Late applications will not be accepted.